

\*\*\*This is only a **preview** of the exam statements for the Training & Experience Evaluation. You will be asked to respond to each statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the link at the bottom of the bulletin.

# **Training and Experience Evaluation**

## **AssociateAccounting Analyst**

### **Consortium**

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

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Number of Questions: 1 – 11

To answer all the test items in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

#### **Verification of References**

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate

references AND contact information may significantly limit our ability to make a job offer.

### **Instructions**

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills, and abilities required for this position.

### **Tasks for Associate Accounting Analyst**

1. Review and analyze expenditures, revenues, abatements, and/or reimbursements to ensure compliance with applicable standards.
2. Prepare and analyze accounting records, financial statements, and other financial reports to ensure accuracy, completeness, and compliance with applicable standards.
3. Report accounting issues, and/or inefficiencies (e.g. resource utilization, expenditures, cash management) to relevant parties (e.g. supervisors, coworkers, subordinate staff, program, other departments, customers) and provide recommendations and/or solutions.
4. Analyze and interpret policy and procedural memoranda to ensure you are in compliance with applicable standards.
5. Maintain and update accounting records (e.g., claims, revenues, invoices, journal entries, reconciliations) in databases and/or spreadsheets to accurately report the financial position of the entity.
6. Develop record keeping and accounting systems for the accounting office to maintain support documentation for accounting transactions.
7. Write reports, project summaries, or other more complex documents using word processing and spreadsheet software to document relevant accounting issues.
8. Research and analyze reports and/or documents (e.g., fiscal data, invoices, returns, claims, settlements, refunds) to gather relevant information and make forecasts.
9. Analyze and/or reconcile fiscal data to compile and maintain financial records.
10. Coordinate assignments and/or provide formal/informal training to staff relating to accounting tasks to ensure subordinate staff are accurately accomplishing department/company goals.

11. Identify general ledger accounts to process transactions and review reports.